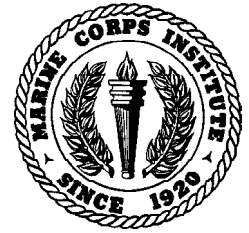




# Hotline



MCI Home Page: <http://www.mci.usmc.mil>

October - December 2000

*The MCI Hotline is published quarterly by MCI providing you with up-to-date information. Feedback from the Hotline identified the need to expand our distribution list. Although distribution of the Hotline goes to each RUC, many Marines do not receive important MCI updates contained in these newsletters. In an effort to bridge this information gap, the Hotline will now be included in the packing list of every MCI and included in MCI's web page.*

## Deputy Director's Corner

During October, MCI will begin its annual major command visit to each of the major bases and stations around the Corps. This fall, we will visit III MEF in Okinawa, Iwakuni, and Hawaii. Our trips to the East Coast, West Coast, New Orleans, Kansas City, Quantico, and HQMC will be early in the new year. These major command visits are an opportunity for MCI to brief you on "what's new" at the Institute. It also gives you an opportunity to provide us feedback on what you would like to see from MCI. It is an opportunity for an open dialogue to improve your individual enrollment in MCI, the unit's MCI program, and the service provided to you.

Our major command brief has two components: a leader's brief and a training session for training officers and training NCOs. The leader's brief is designed to update officers and SNCOs on recent improvements and initiatives, as well as technology advances and services. Many of the following items mentioned throughout this and other Hotline issues are covered: UVR, commander's libraries, LRCs, browser-based courses, and job aids available on the web site. The training sessions for training officers and training NCOs are a "how to," interactive presentation to assist the unit in running their MCI program. The Inspector General's checklist is reviewed and the UVR is explored in detail as a management tool.

MCI has several initiatives that will reduce the amount of traditional paper-based course materials sent to the individual Marine. The MCI online web site, commander's libraries (see last quarter's Hotline), base libraries, CD-ROM courses, LRCs, the UVR, and MARTest are examples of attempts to continue to facilitate individual education and training, while reducing the burden and cost of paper-based courses. If you have any questions on these initiatives, contact MCI's student service representatives.

I look forward to meeting many of you face-to-face during our upcoming major command visits. MCI continues to provide opportunities to improve performance and promotion opportunities to individual Marines. I hope that you will assist us in our goals.

*Semper Fidelis!*

Glenn E. Gearhard  
LtCol USMC

## Unit Verification Report (UVR)

The revised Unit Verification Report (UVR), which is necessary to streamline the process and allow more flexibility, is currently underway. Once revised, we will provide instructions to assist you in your MCI management efforts. Continue to send us your ideas and suggestions for future enhancements.

## Incomplete Examination Forms (DP 37s)

Student Services Division is still receiving numerous incomplete examination answer sheets. In an effort to assist your Marines, we have taken time to bubble in data, research records for missing data, and contact units for required data. As indicated in the MCI Procedures Manual, the answer sheets will be returned to the unit for the required information. The most common error is the "Exam Validation" section left blank, which means proper validation of that exam may or may not have occurred. To avoid receiving ungraded exams, we highly recommend following the procedures provided on the answer sheets before mailing the exams to MCI.

## Shipment Information

We are happy to inform that, effective 1 August 2000, the shipment date indicated on the web site for issuing course materials is working. The existing problem has been identified and corrected, and the dates reflected are the actual shipment dates. If you experience long delays in receiving your materials after the normal waiting period (2 to 4 weeks after the shipment date), contact us immediately for corrective action.

## How to Contact MCI

Web site:	<a href="http://www.mci.usmc.mil">www.mci.usmc.mil</a>
Email:	<a href="mailto:ombmcissd@mbw.usmc.mil">ombmcissd@mbw.usmc.mil</a>
Phone:	800-MCI-USMC DSN: 325-7438
Postal Mail:	912 Charles Poor Street Washington Navy Yard DC 20391-5680
Visit Us:	Building 220, Lejeune Hall

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## Marine in the Spotlight

This quarter's *Marine in the Spotlight* is Sergeant Juan D Rivera, Assistant Warehouse Chief, MCI Logistics Division. He is from Fort Lauderdale, FL and enlisted in the Marine Corps on 26 June 1994. After Recruit Training and the School of Infantry, Sgt Rivera reported to Marine Corps Combat Service Support School (MCCSSS) to attend the Enlisted Warehousing Basic Course. Graduating as an honor student, he was assigned to Headquarters and Service Company, 2d Dental Battalion, where he served as warehouseman, embark/warehouse chief, and platoon sergeant. Sgt Rivera's next assignment was Combat Service Support Detachment 36, Iwakuni, Japan. He served as platoon sergeant and organics section warehouse chief. Finally, Sgt Rivera came to Marine Barracks, Washington DC and is currently working at MCI's Logistics warehouse. Today he manages and coordinates the daily functions of the Logistics Section and is an integral member of the MCI team.

## Upcoming New Courses

In the very near future, MCI will be releasing the following new courses. Be sure to visit our website and watch for these new releases later this year.

- 2563**     *Encryption/Decryption Device (TSEC/KY99A) Operations Course (CD-ROM)*
- 2564**     *Radio Terminal Set (AN/MRC-142) Operations Course (CD-ROM)*
- 2565**     *Radio Terminal Set (AN/MRC-142) Operations Course (WEB)*
- 2566**     *Analog Switchboard (SB-3614) Operations Course (CD-ROM)*
- 2567**     *Remote Multiplexer-Combiner (TD-1234) Operations Course (CD-ROM)*
- 2568**     *Data Transfer Device (AN/CYZ-10) Operations Course (CD-ROM)*

Although these courses are designed for occupational field 25XX / 06XX, they will be useful to units/commands that desire to enhance the communications abilities of their non-communication MOS personnel.

## Transcript Requests

If a Marine needs an official transcript of completed courses to attend colleges or universities and/or for their personal files, visit the following web site: [www.navycollege.navy.mil](http://www.navycollege.navy.mil). This web site provides a transcript of all courses completed by a Marine, to include off-duty courses and MCI courses. The MCI transcript lists only completed MCI courses, and it is more feasible to provide the colleges and universities with a complete listing of all your education. Please utilize the Navy transcript system before using the MCI transcript system. It will prove to be more beneficial to you.

E-Mail MCI	
Internet Address	Reason to Use This Address
OMBMCIPIE@MBW.USMC.MIL	PME Program Assistance
OMBMCISSD@MBW.USMC.MIL	Student Services questions concerning course material, completion certificates, transcripts, etc.

## Downloadable Courseware

MCI courses can take weeks or longer to reach you. We offer 31 courses in a downloadable portable document format (PDF) to better serve you. Many of our most popular courses (*Fundamentals of Marine Corps Leadership, Terrorism Awareness, and Personal Financial Management*) are available online. Log on at [www.mci.usmc.mil/studentaccess/downloads.asp](http://www.mci.usmc.mil/studentaccess/downloads.asp) to begin studying.

## Learning Resource Centers (LRC)

Marines at Camp Pendleton, Camp Lejeune, Twentynine Palms, and Quantico can visit a local LRC and take one of our browser-based courses. Studies show that you'll learn the material faster and score better on the test using interactive courseware. Visit MCI's web site, [www.mci.usmc.mil](http://www.mci.usmc.mil), to locate your nearest LRC. Browser-based courses at the LRCs are *Marine Marksman, Land Navigation, Fundamentals of Diesel Engines, Terrorism Awareness, Incidental Motor Vehicle Operator, and Personal Financial Management*.

## Where To Get Course Material Immediately

You don't have to wait for the traditional paper-based MCI course to arrive in the mail to start studying. You can enroll in a course on the web site and select "no materials." Then, get your course materials from one of the following sources; Learning Resource Center, PDF documents online, commander's library, base library, or borrow a friend's course book. Not only does this save you time, but saves the Marine Corps money in reduced paper costs, printing, postal, and storage fees.

## Job Aids

The MCI web page ([www.mci.usmc.mil](http://www.mci.usmc.mil)) provides a variety of educational products that are not courses. These products are called Job Aids. The current list includes FM's, TM's, reference publications, and How-to Guides. Some are in PDF format and some are links to other web sites. MCI will add more of these learning tools as time goes on. Some available job aids include *Civil Disturbance, M2 (.50 cal) Technical Manual, and Pastry Baking*. Check the web site for a complete listing.

**Visit our Home Page at <http://www.mci.usmc.mil>**